



HOW TO CHANGE DATE & TIME

Please follow all directions.

1. You must be at the main extension (x 300)
2. Dial # T D
3. Enter time in 24-hour format
 - 2 digit hour
 - 2 digit minute
 - 2 digit second
4. Press *HOLD*
5. Enter Date
 - 2 digit month
 - 2 digit day
 - 4 digit year
6. Enter *Hold*
7. Enter *Speaker*

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